

DORADO ACADEMY
STUDENT COUNCIL CONSTITUTION
School Year 2026–2027

PREAMBLE

We, the students of the Dorado Academy High School Student Council, do hereby establish a Student Council in order to fully represent the voice and concerns of the students; promote positive attitudes of cooperation among faculty, students, and the school community; maintain high standards of school spirit and academic excellence; encourage student government; and demonstrate leadership.

ARTICLE I
NAME AND PURPOSE

Sec. 1. The name of the organization shall be Dorado Academy High School Student Council and shall be recognized as the official representative organization of the student body.

Sec. 2. The Student Council shall consist of two groups: the Executive Committee and the General Members.

Sec. 3. It shall exist for the purpose of:

- A. Addressing specific and general concerns, promoting ideas, and representing the voices of the student body.
- B. Serving as the link of communication between the student body, other organizations or clubs, the school administration, and teachers.
- C. Organizing, running, and attending student functions inside and outside of school hours.

ARTICLE II
MEMBERSHIP AND APPLICATION

Sec. 1. Eligibility for New Members

Students in grades 9 through 11 who have been enrolled at Dorado Academy for at least one year and who maintain a clear disciplinary record shall be eligible to apply for membership in the Student Council.

Sec. 2. Executive Committee Eligibility

Students running for positions on the Executive Committee must be current members of the Student Council. Executive Committee elections shall be held before the end of each school year for the following school year. Candidates must meet the grade-level and position-specific requirements established in Section 3.

Sec. 3. Positions

- A. **President:** 12th grader; must have been part of the Student Council and its Executive Committee during the previous school year as Co-President.
- B. **Co-President:** 11th grader; will automatically assume the role of Student Council President the following school year, provided they remain eligible to serve.
- C. **Vice President:** 11th or 12th grader; must have been part of the Student Council and its Executive Committee since the previous school year.
- D. **Secretary:** 10th–12th grader; must have been part of the Student Council since the previous school year.
- E. **Treasurers (2):** 10th–12th graders; both students must have been part of the Student Council since the previous school year.
- F. **Public Relations Liaisons (2):** 10th–12th graders; both students must have been part of the Student Council since the previous school year.
- G. **Class Representatives:** One Class Representative per grade (9th–12th grade); candidates must have been part of the Student Council since the previous school year.

Sec. 4. Members

- A. Each grade will have a maximum of twenty members. All Student Council members will be selected by their respective grades.
- B. They shall hold their positions for the remainder of their high school years unless they receive three strikes or resign from the Student Council.

Sec. 5. Effective Date

- A. Beginning in school year 2026–2027, new members will be selected as described in Section 4.
- B. Current members will retain their positions.

Sec. 6. Application Process for New Members

- A. The process shall be sponsored and organized by the Student Council Executive Committee.
- B. It shall be held at the beginning of the school year.
- C. Students shall be given a summary of the Constitution and an application form.
- D. Candidates shall be voted for by students from their respective grades.
- E. Each student shall prepare a campaign and speech following school guidelines.
- F. Candidates shall present their speeches.
- G. Students from 8th–11th grade will vote for the new members through a form.

Sec. 7. Application Process for the Executive Committee

- A. The process shall be sponsored and organized by the Executive Committee officers of the Student Council.
- B. It shall be held before the end of the school year for the following school year.
- C. Students shall be provided with a summary of job descriptions, the Constitution, and an application form.
- D. Students shall complete an application form.
- E. Each student shall prepare a campaign and speech following school guidelines.
- F. Candidates shall present their speeches.
- G. Students from 8th–11th grade will vote for the new Executive Committee through a form.
- H. A candidate shall not be allowed to run in the election if the candidate was removed from or resigned from the Council during the current school year.

ARTICLE III VACANCIES AND APPOINTMENTS

A school election shall take place after a vacancy occurs in any position of the Executive Committee. The election shall be organized according to the applicable Executive Committee election procedures established in Article II.

ARTICLE IV DESCRIPTION OF DUTIES

Sec. 1. President

- A. Preside over all Student Council meetings.
- B. Plan and conduct meetings with other officers.
- C. Delegate authority to other officers and members while following up to ensure that assigned responsibilities are fulfilled.
- D. Provide assistance and guidance to the Co-President by sharing the knowledge, experience, and guidance necessary to assume the position of President in the following school year.
- E. Maintain frequent contact with faculty and administrators as the official student representative of the Student Council when communicating activities and goals.
- F. Work closely with the Student Council Adviser on all planning.
- G. Keep the Principal and Head of School informed of Student Council activities.
- H. Participate in Student Council-sponsored activities.
- I. The President shall not vote in general Council meetings except in the event of a tie, in which case the President shall cast the deciding vote.

Sec. 2. Co-President

- A. Share leadership responsibilities with the President in overseeing the Student Council and its activities.
- B. Work closely with the President to plan, organize, and conduct Student Council meetings and events.
- C. Assist the President in delegating responsibilities and ensuring that assigned tasks are completed.
- D. Collaborate with the President and Student Council Adviser on the planning and execution of Student Council programs and activities.
- E. Assist in keeping the Principal and Head of School informed of Student Council activities, plans, and accomplishments.
- F. Participate actively in Student Council-sponsored activities and events.
- G. Work closely with the President throughout the school year to gain the knowledge, experience, and leadership skills necessary to fulfill the responsibilities of the presidency the following school year.
- H. The Co-President shall automatically assume the position of President for the following school year, provided they remain eligible to serve as a member of the Student Council.

Sec. 3. Vice President

- A. Assume the duties and responsibilities of the President whenever the President is absent or unable to fulfill their duties.
- B. Assist the President in overseeing Student Council activities.
- C. Work closely with the President to ensure all responsibilities and duties are being carried out.
- D. Assist in planning Student Council meetings and agendas.
- E. Work closely with the Student Council Adviser.
- F. Participate in Student Council-sponsored activities.
- G. Run and oversee the Spirit Points system.

Sec. 4. Secretary

- A. Maintain records of the agendas for all Student Council activities and meetings.
- B. Take minutes of the proceedings of all Student Council meetings.
- C. Maintain official Student Council files, including minutes and agendas.
- D. Maintain an official calendar of all Student Council activities.
- E. Work with the Adviser to develop a system for keeping reports and records on file.
- F. Notify Council members of upcoming events while promoting participation.
- G. Keep records of members who attend meetings and events.
- H. Participate in Student Council-sponsored activities.

Sec. 5. Treasurers (2)

- A. Work closely with the Student Council President and Adviser on all planning.
- B. Keep accurate, complete, and up-to-date records of all Student Council funds.

- C. Prepare and present financial reports to the Student Council Executive Committee and Adviser detailing current balances, income, expenditures, and other relevant financial information.
- D. Maintain accurate records of all funds received, deposited, and spent by the Student Council.
- E. Monitor the Student Council budget and ensure that expenses remain within approved allocations.
- F. Maintain receipts and other documentation supporting all Student Council financial transactions.
- G. Work with the President and Adviser to keep the Principal and Head of School informed of the Student Council's financial status.
- H. Participate in Student Council-sponsored activities.
- I. The two Treasurers shall work collaboratively to maintain accurate financial records and share responsibility for the proper management and documentation of Student Council funds.

Sec. 6. Public Relations Liaisons (2)

- A. Manage and coordinate official Student Council publicity, including posters, announcements, social media, and other approved forms of communication.
- B. Create promotional materials for Student Council events and initiatives.
- C. Coordinate with the Secretary and other officers to obtain accurate information about upcoming events, announcements, and activities.
- D. Document Student Council activities through photographs and videos and maintain an organized archive of approved media for promotional and archival purposes.
- E. Promote student participation and engagement by informing the student body about upcoming events, initiatives, and opportunities.
- F. Participate in Student Council-sponsored activities.
- G. Establish and oversee a Public Relations Committee to assist with photographing, documenting, and promoting Student Council activities and events as needed.
- H. The two Public Relations Liaisons shall work collaboratively to promote Student Council activities and share responsibility for publicizing events, announcements, and initiatives.

Sec. 7. Representatives

- A. Be the voice of the student body and represent the students they serve.
- B. Put Council directions into action while reporting and communicating with other officers.
- C. Work closely with the Student Council Adviser and other officers on all planning.
- D. Participate in Student Council-sponsored activities while encouraging participation from students.
- E. Gather student feedback and concerns and bring them to the Student Council Executive Committee for discussion.
- F. Communicate Student Council information and decisions to the students they represent.
- G. Serve as a link between the student body and the Student Council.

ARTICLE V COMMITTEES

Sec. 1. Public Relations Committee

- A. The committee will be run by the two Public Relations Liaisons.
- B. Manage Student Council bulletin boards.
- C. Promote Student Council activities.
- D. Document Student Council activities.
- E. Manage social media promotion.
- F. The committee will consist of 4–6 members.

Sec. 2. Morning Announcements Committee

- A. Prepare and organize the daily morning announcements.
- B. Collect important announcements from the Student Council, administration, teachers, sports teams, and school organizations.
- C. Ensure all announcements are accurate, appropriate, and approved before being presented.
- D. Coordinate with the administration or faculty Adviser regarding announcements.
- E. Deliver announcements clearly and professionally through the school's designated communication system.
- F. Promote upcoming Student Council events, activities, fundraisers, and initiatives.
- G. Encourage school spirit by highlighting student achievements, special events, and school-wide initiatives.

ARTICLE VI ADVISER

Sec. 1. The Student Council Adviser shall be appointed by the Principal or Head of School.

Sec. 2. Responsibilities

- A. Attend Student Council functions.
- B. Supervise and guide decisions made by the Student Council.
- C. Make executive decisions when they believe it is in the best interest of the Student Council.

ARTICLE VII MEETINGS

Sec. 1. The Council shall meet at least twice a month while school is in session. The meeting schedule shall be established by a majority vote.

- A. 9th and 10th graders will meet on Tuesdays.
- B. 11th and 12th graders will meet on Thursdays.

Sec. 2. Additional meetings will be scheduled as necessary by the President of the Student Council or Student Council Adviser. All meetings are mandatory unless stated otherwise.

ARTICLE VIII CONDUCT

Sec. 1. Each Student Council member shall be held accountable for adequate performance and shall follow the Rules and Regulations of the school.

Sec. 2. Disciplinary Infractions

- A. Unexcused absences from meetings.
- B. Failure to complete assigned tasks.
- C. Failure to follow the Rules and Regulations of the school.

Sec. 3. Warning Tickets and Strikes

- A. Students who fail to attend mandatory meetings without an excused absence or fail to participate in Student Council activities will receive a warning ticket documenting a strike as a Student Council member.

Sec. 4. Disciplinary Actions

- A. Any student who receives a school suspension shall be removed from the Student Council and shall no longer be eligible to hold membership or office within the organization.
- B. Three strikes or disciplinary infractions will result in immediate dismissal from the Student Council.

ARTICLE IX AMENDMENTS

Sec. 1. Amendments

- A. Amendments may be introduced to the Student Council Constitution if deemed necessary by the Student Council members to better serve the student body.
- B. To make an amendment, a Council member will raise the issue during a Student Council meeting, and discussion will ensue.
- C. All high school students, including current Student Council members, may vote.
- D. A three-fourths majority is required for an amendment in order for the Constitution to be passed.

ARTICLE X READING OF THE CONSTITUTION

It is the duty of the members of the Student Council to read the contents of this Constitution and to ensure that they are familiar with their responsibilities.